

Adjustments to Controller's Accounts – Year-End Report No. 3

Purpose

The Adjustments to Controller's Account, Year-End Report No. 3 identifies any adjustments needed to correct central records maintained by the State Controller's Office (SCO) as of June 30. However, this report does not correct the records of the SCO. A Transaction Request form CA504 must be sent to the SCO to correct the errors. The adjustments must also be reported on the Reconciliation of Agency Accounts with Transactions per State Controller, Year-End Report No. 15.

Reference Documents

- ★ Final SCO/Agency Reconciliation Worksheet as of June 30
- ★ Final Reconciliation of Controller's Accounts with Final Budget Report/Agency Records, Report No. 5
- ★ Reconciliation of Agency Accounts with Transactions per State Controller, Report No. 15
- ★ SAM section 7955
- ★ Finance Year-End Training – Presentation - Session 2, Report No. 3
- ★ Chart of Accounts – Crosswalk of Accounts to Legacy Accounts – Department Use (Finance, FI\$Cal Resources for Accounting web page)
- ★ SCO Year-End Financial Reports Procedure Manual (Budgetary/Legal)
- ★ Year-End Reporting Checklist

How to Prepare

Report No. 3 is an input document that consists of the following forms:

- 1) Form 576 A - Report adjustments to asset and liability accounts. The form must be completed when the adjustment is between funds and/or agencies/departments. Review the corresponding Transaction Request form for each adjusting item to determine the fund or appropriation for which amounts are due to or due from.
 - a. If the adjustment is within the same fund, use Legacy Uniform Codes Manual (UCM) general ledger account (GL) 1420, Due From Other Appropriations, or GL 3115, Due to Other Appropriations. A 4-digit Organization Code (Business Unit) of the agency/department involved in the inter-agency transaction is required next to the appropriation GL.

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- b. If the adjustment is between two different funds, use GL 1410, Due From Other Funds, or GL 3114, Due To Other Funds. A 4-digit subsidiary fund number of the fund involved in the inter-fund transaction is required next to the appropriation GL. Enter the adjustment amount and enter D (debit) or C (credit) in the "D/C" column.
- 2) Form 576 B - Report adjustments to expenditure, reimbursement, transfer, and receipt accounts (nominal accounts). Record the Adjustments to SCO Accounts included on the final SCO/agency reconciliation worksheet as of June 30 for each applicable account line. Multiple adjustments for the same line should be totaled and entered as the net adjustment to the account. Enter the adjustment amount and enter D (debit) or C (credit) in the "D/C" column.

How to Validate

To validate the completeness and accuracy of Report No. 3:

- 1 - Review report header information, including the As of Date.
- 2 - Validate the Agency Name, Agency Number, Fund Name, Fund Number.
- 3 - Account numbers must be in Legacy UCM general ledger account values (GL).
- 4 - The amounts on Report No. 3 Form 576 B should match adjustments on Report No. 5 (if crossing fund or appropriation reference).
- 5 - The amounts on Report No. 3 Form 576 B should match adjustments on Report No. 15.

Important Notes/Tips

Steps for Governmental Cost Funds:

- Complete a Transaction Request (CA 504) and submit a copy to SCO with Report No. 3. This report does not correct the SCO's accounts. Remember that the original Transaction Request form must be submitted to the SCO Bureau of Accounting and Consulting (BAC) to correct the SCO cash basis records on agency accounts. Indicate "For Report No. 3 and correction is needed only in SCO legacy" to alert SCO not to interface the transaction back to FI\$Cal.
- Each entry on the Report No. 3 must be identified by a number that cross-references to the CA 504. This number should be placed on the Account Title column on Form 576A and to the right of the amount on Form 576B.
- Verify that Report No. 3 Form 576 A and Form 576 B total to a net amount of zero.

Steps for Non-Governmental Cost Funds:

- Prepare Report No. 3 when the department's account balances for the accounts listed below do not agree with SCO's balances on June 30.
 - Cash in State Treasury - (Account 1104000) (GL 1140)
 - Deposits in Surplus Money Investment Fund (Account 1120000) (GL 1210)
 - Prepayments to Other Funds/ Appropriations (Account 1309200) (GL 1730.0666)
 - Advances to Other Funds (Account 1222000) (GL 2120)
- Use Form 576 A to report adjustments. Form 576 B is not used.
- An explanation for each adjustment should be included with the completed form.
- The reported adjustment combined with the Pre-Closing Trial Balance, Year-End Report No. 7, should be the amount necessary to bring the department's accounts in balance with the SCO's June 30 balances.
- The total debits must equal the total credits.

For illustration purposes, attached is a sample of Transacting Request CA 504.

Prepared by Department of Finance, Fiscal Systems and Consulting Unit
10/26/2021

Report Preparation Guide

For illustration purposes, attached is a sample Report No. 3, Form 576 A - To report adjustments to asset and liability accounts.

REPORT NO. 3 Form 576 A (Rev. 7/19)				Adjustments to Controller's Accounts			
SCO USE ONLY				1		June 30, 2021	
Document No.	C C Y Y M M D D	Fund	Agency			Page 1 of 2	
B							
Agency Name and Number				Fund Name and Number			
Department of Training (1234) 2				Training Support Fund (4321) 2			
Name of Contact Person, Title				Telephone Number	Email Address		
U.R. Dunne, Accounting Officer				(916) 123-4567	UR.Dunne@training.ca.gov		
ACCOUNT TITLE					ACCOUNT	AMOUNT	D C
DUE FROM OTHER APPROPRIATIONS				3	1420 3540	1,186.95	D 4
Net Debits/Credits						1,186.95	D

ORIGINAL - State Controller's Office, State Accounting and Reporting Division

Report Preparation Guide

For illustration purposes, attached is a sample Report No. 3, Form 576 B - To report adjustments to expenditure, reimbursement, transfer, and receipts accounts.

REPORT NO. 3 Form 576 B (Rev. 7/19)										Adjustments to Controller's Accounts					
SCO USE ONLY										1 June 30, 2021					
Document No.	C C Y Y M M D D	Fund	Agency								Page 2 of 2				
B															
Agency Name and Number					Fund Name and Number										
Department of Training (1234) 2					Training Support Fund (4321) 2										
Name of Contact Person, Title					Telephone Number					Email Address					
U.R. Dunne, Accounting Officer					(916) 123-4567					UR.Dunne@training.ca.gov					
APPROPRIATION AND REVENUE ACCOUNT TITLES	FY	M	REF/ITEM	CAT	PGM	ELE	COMP	TASK	T	SOURCE FUND	B	S C O	REVENUE/ OBJECT	AMOUNT	D C
CLEARING ACCOUNT	2020		001		99				D					1,186.95	C 4
												Net Debits/Credits	1,186.95	C	

Report Preparation Guide

For illustration purposes, attached is a sample Report No. 3-Form 576 A compared to Transaction Request CA 504

REPORT NO. 3 Form 576 A (Rev. 7/19)				Adjustments to Controller's Accounts			
SCO USE ONLY				1		June 30, 2021	
Document No.	C C Y Y M M D D	Fund	Agency				
B						Page 1 of 2	
Agency Name and Number				Fund Name and Number			
Department of Training (1234) 2				Training Support Fund (4321) 2			
Name of Contact Person, Title				Telephone Number	Email Address		
U.R. Dunne, Accounting Officer				(916) 123-4567	UR.Dunne@training.ca.gov		
ACCOUNT TITLE				ACCOUNT		AMOUNT	
DUE FROM OTHER APPROPRIATIONS				1420	3540	1,186.95	D C
Net Debits/Credits						1,186.95	D

STATE CONTROLLER'S USE ONLY			STATE OF CALIFORNIA OFFICE OF THE STATE CONTROLLER										STATE CONTROLLER'S USE ONLY						
DOCUMENT NO.	DATE C C C C M M D D	MSG Code	TRANSACTION REQUEST										TC Code	VERIFIED BY:					
JE																			
			PAGE 1 OF 1																
Agency:			Address:										Agency Document Number:						
Department of Training 1234			123 L Street, Sacramento, CA 95814										DOT TRF #13						
FUND	AGY	FY	M	REF / ITEM	FED CAT	P / IN	C	CAT	PGM	ELE	COMP	TASK	ACCT	REV / OBJ	AMOUNT	D C A T O B	SOURCE FUND		
4321	3540	2020	001					10							1,186.95	D D	4321		
DESCRIPTION				(DHKP) CHAPTER NUMBER/YEAR/ITEM														PROGRAM DESCRIPTION	
Corr SFM 134940 6-23-21				Chapter 0006/20 B/A IT. 3540-001-4321															
4321	1234	2020	001					99							1,186.95	C D			
DESCRIPTION				(DHKP) CHAPTER NUMBER/YEAR/ITEM														PROGRAM DESCRIPTION	
Corr SFM 134940 6-23-21				Chapter 0006/20 B/A IT. 1234-001-4321															

Report Preparation Guide

For illustration purposes, attached is a sample Report No. 3-Form 576 B compared to Transaction Request CA 504.

REPORT NO. 3 Form 576 B (Rev. 7/13)				Adjustments to Controller's Accounts											
SCO USE ONLY				<div style="display: flex; justify-content: space-between;"> 1 June 30, 2021 </div> <div style="text-align: right; font-size: small;">Page 2 of 2</div>											
Document No.	C C Y Y M M D D	Fund	Agency												
B															
Agency Name and Number Department of Training (1234) 2				Fund Name and Number Training Support Fund (4321) 2											
Name of Contact Person, Title U.R. Dunne, Accounting Officer				Telephone Number (916) 123-4567		Email Address UR.Dunne@training.ca.gov									
APPROPRIATION AND REVENUE ACCOUNT TITLES	FY	M	REF/ITEM	CAT	PGM	ELE	COMP	TASK	T	SOURCE FUND	B	S C O	REVENUE/ OBJECT	AMOUNT	D C
CLEARING ACCOUNT	2020		001		99				D					1,186.95	C
														1,186.95	C
Net Debits/Credits															

STATE CONTROLLER'S USE ONLY			STATE OF CALIFORNIA OFFICE OF THE STATE CONTROLLER										STATE CONTROLLER'S USE ONLY			
DOCUMENT NO.	DATE C C C C M M D D	MSG Code	TRANSACTION REQUEST										TC Code	VERIFIED BY:		
JE														DATE:		
			PAGE 1 OF 1													
Agency:			Address:										Agency Document Number:			
Department of Training 1234			123 L Street, Sacramento, CA 95814										DOT TRF #13			
FUND	AGY	FY	M	REF / ITEM	FED CAT	P/N	C CAT	PGM	ELE	COMP	TASK	ACCT	REV / OBJ	AMOUNT	D C A T O B	SOURCE FUND
4321	3540	2020		001				10						1,186.95	D D	4321
				(DNKP) CHAPTER NUMBER/YEAR/ITEM												
				Chapter 0006/20 B/A IT. 3540-001-4321												
4321	1234	2020		001				99						1,186.95	C D	
				(DNKP) CHAPTER NUMBER/YEAR/ITEM												
				Chapter 0006/20 B/A IT. 1234-001-4321												

Report Preparation Guide

For illustration purposes, attached is a sample Report No. 3-Form 576 B reconciled to Report No. 5

REPORT NO. 3 Form 576 B (Rev. 7/19)										Adjustments to Controller's Accounts									
SCO USE ONLY																			
Document No.		C C Y Y M M D D		Fund		Agency													
B																			
Agency Name and Number Department of Training (1234)										Fund Name and Number Training Support Fund (4321)									
Name of Contact Person, Title U.R. Dunne, Accounting Officer										Telephone Number (916) 123-4567					Email Address UR.Dunne@training.ca.gov				

Page 2 of 2

APPROPRIATION AND REVENUE ACCOUNT TITLES	FY	M	REF/ITEM	CAT	PGM	ELE	COMP	TASK	T	SOURCE FUND	B	S C O	REVENUE/ OBJECT	AMOUNT	D C
CLEARING ACCOUNT	2020		001		99				D					1,186.95	C
Net Debits/Credits														1,186.95	C

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**FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS
WITH FINAL BUDGET REPORT/AGENCY RECORDS STD 573**

AGENCY: 1234 DEPT OF TRAINING

FUND: 4321000 TRAINING SUPPORT FUND

FY: 2020 ITEM: 001

CHAPTER NO. 6/20

REPORT NO. 5

JUNE 30, 2021

JUNE 30 ACCOUNT BALANCE PER STATE CONTROLLER'S RECORDS

REVERSE PRIOR YEAR ADJUSTMENTS TO CONTROLLER'S ACCOUNTS

REVERSE PRIOR YEAR EXPENDITURES/REIMBURSEMENTS ACCRUED

REVERSE PRIOR YEAR CORRECTIONS MADE BY CONTROLLER'S OFFICE

ITEM NO. 1234-001-4321

APPROPRIATION

EXPENDITURES BALANCE

33,656,262.29 -2,434,031.95

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APPLY CURRENT YEAR ADJUSTMENTS TO CONTROLLER'S ACCOUNTS

REPORT 3 - Form 576 B

-1,186.95 **2** -1,186.95

Report Preparation Guide

For illustration purposes, attached is a sample Report No. 3-Form 576 B reconciled to Report No. 15

REPORT NO. 3 Form 576 B (Rev. 7/19)				Adjustments to Controller's Accounts											
SCO USE ONLY															
Document No.	C C Y Y M M D D	Fund	Agency												
B				June 30, 2021 Page 2 of 2											
Agency Name and Number <div style="text-align: center;">Department of Training (1234) 2</div>				Fund Name and Number <div style="text-align: center;">Training Support Fund (4321) 2</div>											
Name of Contact Person, Title <div style="text-align: center;">U.R. Dunne, Accounting Officer</div>				Telephone Number <div style="text-align: center;">(916) 123-4567</div>					Email Address <div style="text-align: center;">UR_Dunne@training.ca.gov</div>						
APPROPRIATION AND REVENUE ACCOUNT TITLES	FY	M	REF/ITEM	CAT	PGM	ELE	COMP	TASK	T	SOURCE FUND	B	S C O	REVENUE/ OBJECT	AMOUNT	D C
CLEARING ACCOUNT	2020		001		99				D					1,186.95	C
Net Debits/Credits														1,186.95	C

AGENCY 1234 - DEPARTMENT OF TRAINING FUND 4321 - TRAINING SUPPORT FUND					Report No. 15					
RECONCILIATION OF AGENCY ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER FISCAL YEAR ENDING JUNE 30, 2021										
Appropriations	Controller 06/30/2021	Apply Current Year			TOTAL	Transactions per Agency Accounts				
		Adjustments SCO Accounts	Accruals			Approp. Expend (9000)	Appropriation Reimb (8100)	Revenue 8000	Reverted Approp (9891)	Statewide Assessments
		(E)	(F)	(G)		(H)	(I)	(J)	(K)	(L)
		Step A SCO Tab Run	Step E Report 3	Step F Report 2	Calculated Field	Step H Report 6	Step I Report 6	Step J Report 4		GL Trial Balance
Item 1234-001-4321										
Chapter 0006/20, FY 2020/21										
Program 10, State Budget	16,556,690.39			3,810,786.77	20,367,477.16	20,367,477.16				
Program 15, Financial Information System for Ca	1,071,534.03			2,117,081.67	3,188,615.70	3,188,615.70				
Program 20, State Audits and Evaluations	7,776,272.81			1,511,718.59	9,287,991.40	9,287,991.40				
Program 30, Statewide Acct Policies, Consulting & Tr	4,753,290.07		5	1,070,953.06	5,824,243.13	5,824,243.13				
Program 32, Department of Justice Legal Services	85,017.13			73,958.92	158,976.05	158,976.05				
Program 37, Local Government Audits and Review	7,597,538.02			1,947,983.36	9,545,521.38	9,545,521.38				
Program 40.01, Administration	6,727,948.11			1,541,657.77	8,269,605.88	8,269,605.88				
Program 40.02, Administration-Distributed	-6,727,948.11			-1,541,657.77	-8,269,605.88	-8,269,605.88				
Program 99, Clearing Account	9,525,556.24		-1,186.95	-9,524,369.29	0.00	0.00				
Category 90.10, Reimbursements to 6770 -State Bud	-1,985,483.45			-351,005.01	-2,336,488.46		-2,336,488.46			
Category 90.15, Reimbursements to 6775 -Financial	-2,623,782.24			-564,833.46	-3,188,615.70		-3,188,615.70			
Category 90.20, Reimbursements to 6780 -State Aud	-5,365,781.13			-469,994.41	-5,835,775.54		-5,835,775.54			
Category 90.30, Reimbursements to 6785 -Statewide	-3,734,589.58			-808,273.59	-4,542,863.17		-4,542,863.17			
Category 96, SCIF Deposit	6,705.76			-6,705.76	0.00					
Category 97, ORF Advance	200,000.00			-200,000.00	0.00					
Category 98, Advance to SRF - Other	42,000.00			-42,000.00	0.00					
TOTAL	31,654,271.58		-1,186.95	-1,370,687.17	31,817,584.97	48,355,745.62	-15,875,776.48	-611,361.81	-51,022.36	0.00

Prepared by Department of Finance, Fiscal Systems and Consulting Unit
10/26/2021